



MSFC Construction Contractor

Employee Clearance Certification for Government Property

From Contractor/Company:	To:
Contract Number:	Expiration Date:

Contracting Officer's Technical Representative (COTR)

Name:	Organization Code:
COTR Signature:	Phone Number:

MSFC Property Accountability Begins With You

All MSFC employees are responsible for protecting and conserving Government property and shall not use such property, or allow its use, for other than authorized purposes.

Certification

I certify that Government property will not be used by contractor employees in the performance of work on the contract listed above. The Government shall use this certification as the authority to clear contractor employees at the expiration or conclusion of their contract activities. In the event it is determined that the use of Government property is required under this contract, and the contracting officer has approved its usage, I shall notify AD41/Property Management Group, and property users will be required to personally complete the employee clearance process in accordance with MWI 4200.1, Equipment Control.

Typed Name and Title of Contractor Representative:	
Signature:	Date: